

Human Services Professionals (HSP) West Valley Chapter Governing Rules/ By Laws

The purpose of HSP shall be to support, educate, provide information regarding community resources, promote peer relations, and motivate professional growth. Dues are used only for the promotion and purposes of the organization and not to generate any profit.

Article I

Section 1 **Membership:** HSP shall offer two types of membership: Individual and Corporate.

Individual Membership: Individual who supports or has an active interest in human services. Has (1) voting privilege. Allows access of individual into meetings and socials.

Corporate Membership: Any organization or agency that supports or has an active interest in human services. This membership allows the organization or agency to identify 3 individuals to represent the organization/agency at HSP meetings and socials.

Section 2 **Dues:** Chapter Board shall establish Annual dues and categories of memberships. Annual dues for all categories of membership shall be payable in January/February of the calendar year. Each member is entitled to 1 (one) guest visit prior to payment of membership. The Board Members shall be exempt from dues for their term of office

Chapter Presidents: Presidents from affiliated HSP chapters are granted a courtesy membership to affiliated chapters meetings. This membership has no voting privileges.

Article II

Section 1 **Regular Meeting:** There shall be a minimum of 8 (eight) meetings per calendar year, for both the Membership and the Board.

Section 2 **Special Meetings:** May be called at the discretion of the presiding officers provided there are 3 (three) day lapse between receipt of the notice and date of the special meeting.

Article III

Section 1 **Officers:** Officers shall consist of the President, Vice President, Secretary, Treasurer, Social Chair, Membership Chairs, (Data Coordinator and Relations Coordinator), Web Liaison, President Elect and Past President.

Section 2 **Qualifications:** Any member in good standing is eligible to hold office. Persons interested in running for the President-elect position must have been a member of HSP for a minimum of 1 (one) year prior to nomination.

Section 3 **Duties of Officers:**

As Board Members, you are expected to promote HSP regardless of your position, greet at every monthly meeting and carry membership applications. In addition, as Board Members, you are expected to attend all scheduled Membership and Board Meetings. If absence must occur, you are to notify the President of HSP prior to the meeting.

- President:**
- Direct and coordinate board meetings
 - Represent HSP in official business
 - Emcee monthly meetings
 - Liaison between chambers
 - Review all expenditures
 - Contact vice President ahead of meeting if absent
 - Maintain President's Notebook and purge data over 3 years old
 - Buy door prize gift
 - Hold speaker gifts and present at meetings
- Vice President:**
- Carry out duties in Presidents absence
 - Conduct meeting in the absence of the President
 - Secure press coverage as needed
 - Responsible for HSP signs
 - Carry out other officers duties in their absence
- President Elect:**
- Assume responsibilities of President at end of term
 - Organize charity events
 - Create ballots and attachments for nomination mailings
 - Recruit nominees for board positions
- Secretary:**
- Take monthly minutes and document attendees
 - Send copy of minutes to the President
 - Accept RSVP's for meetings and communicate with Social Chair and meeting site
 - Send Speaker a thank you note

and bank	<p>Treasurer: Make deposits as necessary Retain and Reconcile Bank statements Maintain notebook for expenditures and purchases Pay invoices in a timely manner Meet with President to review expenses</p> <p>statements Report to board at board meetings</p>
	<p>Social Coordinator: Secure speaker 3 to 4 months in advance Secure Host Facility 3 to 4 months in advance Obtain a Bio and introduce Speaker @ membership meetings Notify Communications Coordinator of speaker and host confirmations ASAP Site visit 1 week prior to meeting Send RSVP sheet and Host letter to host site</p>
	<p>Communication Coordinator: Coordinate website updates with Web Master Filter updates to submit to webmaster Manage changes for members Create Newsletter with assistance of Board members and Membership Send meeting e-mail blasts to membership both one and two weeks prior to scheduled meeting date Create and distribute flyer for next meeting Retain Camera and take pictures for Newsletter etc.</p>
	<p>Membership Data Coordinator Maintain current mailing list Print labels for all mailings Maintain email directory Send copy of membership application to Communication Coordinator Add member applications to excel document</p>
	<p>Membership Relations Coordinator Collect dues and distribute receipts Forward applications and Dues to Treasurer at board meeting Send welcome letter to new members Help set-up display table at meetings Follow up with guests from previous meeting</p>
	<p>Past President: Promote HSP in community Represent chapter on the advisory board Perform other duties as directed by the President</p>

- Section 4 **Terms:** The term of office shall be 1 (one) year or until successors are elected. No officer shall be eligible for more than 2 (two) full consecutive terms in the same office. The President, President-elect and Past President position shall not be eligible for reelection to any board position in a consecutive year, unless approved by the board.
- Section 5 **Election of Officers:** Officers shall be elected at the April meeting from a slate of candidates prepared by the President Elect. The procedure will be that all officers shall be serve for a 1(one) year term. The new terms shall begin in May. .
- Section 6 **Voting:** Voting for the officers shall be by written ballot to members. If a candidate has no opposition, they may be elected by acclamation.
- Section 7 **Proxies:** Every member of HSP whose dues have been paid in full shall be able to vote in absentia, provided that the written proxy vote is presented to an officer before the election.
- Section 8 **Vacancies:** Whenever a vacancy among officers occurs, HSP Board shall fill such a vacancy by appointment at a scheduled regular or special board meeting called for such a purpose. The appointed officer shall hold office for the remainder of the term.
- Section 9 **Attendance:** Any officer who has missed 3 (three) consecutive meetings may be requested to withdraw from his or her position by the remaining officers, thus enabling duties to be performed by an appointed officer.

Article IV

- Section 1 **Advisory Board:** There shall be an Advisory Board, which shall be comprised of various community representatives with an active interest in HSP. The Advisory Board shall consist of no less than 3 (three) and no more than 5 (five) community members. The Past Presidents from each chapter will hold a non-voting position on the board, reporting to and representing their respective chapters. One Past President shall be Chairman to decide upon meeting dates for Advisory Board. Advisory Board shall meet a minimum of two terms per Board term to review chapter business and submit recommendations for consideration by the Chapters.

Article V

- Section 1 **Amendments:** The by-laws/governing rules of HSP may be amended by the approval upon majority vote of the chapter officers. Written notice of proposed amendments shall be distributed to officers at least 10 (ten) days prior to proposed change.